

MTAC Work Group (WG) #151 Streamlined Weight and Ad Percentage Capture Process Meeting Minutes

Date (s):	02/21/2013	Time:	9:00-10:00AM	Project:	MTAC 151-Weight and Ad Percentage Capture Process
Location:	MeetingPlace ID: 8062787				
Meeting Session:	Joint				

No.	Meeting Invitees	No.	Meeting Invitees
1	Jennifer Howard	19	<i>Kathy Clark</i>
2	Randy Stumbo	20	<i>Steve Colella</i>
3	<i>Erv Drewek</i>	21	Allan Kramer
4	<i>Joyce McGarvy</i>	22	<i>Kevin Yost</i>
5	<i>Todd Black</i>	23	<i>Paula Stoskopf</i>
6	<i>Howard Schwartz</i>	24	<i>Michelle Zalewski</i>
7	<i>Jack Widener</i>	25	<i>Bob Sanford</i>
8	<i>Omar Nadeem</i>	26	<i>Chuck (Charles) Tricamo</i>
9	<i>Dennis Farley</i>	27	<i>Ernest Harris</i>
10	Max Heath	28	<i>Mike Lee</i>
11	<i>Brad Hill</i>	29	<i>Melissa Scheidler</i>
12	Brian Schmitt	30	Veronna Hudson
13	<i>Steve Schiavone</i>	31	<i>Mike O'Hora</i>
14	<i>John Stark</i>	32	<i>Ted Freedman</i>
15	<i>Phil Thompson</i>	33	Garrett Hoyt
16	Jim Morton	34	Beth Bigalow
17	<i>Linda Gustason</i>	35	Carl Nelson
18	<i>Dale Miller</i>	36	Rita Wu

***Signifies Invitee Attended the Meeting**

Meeting Minutes:

Call recorded

- USPS will not dictate how mailers internally capture and verify piece weights, but USPS will publish best practices without intruding upon the mailer
- Mailers will be expected to run an internal QA process to replace the DMU clerk function
- Future Framework
 - Mailers establish an internal QA process for initial capture/verification of piece weight – to keep the process of original capture of piece weight strong even though the DMU is no longer there
 - When electronic files are submitted to PostalOne!, a predetermined algorithm calculates the number of containers to be sampled for each mailing associated with the CRID
 - Containers are randomly selected for manual verification
 - USPS will take multiple samples (container – handling unit – piece) from a single mailing
 - Samples are aggregated over the mailing month to determine mail quality
 - Reporting and reconciliation: verification is focused on identifying quality trends rather than assessing an adjustment factor across all mailings based on issues within a single mailing (i.e., a number of samples that don't match)
 - Mail will not be stopped, but a mismatch should trigger:
 - 1) mail owner/mail service provider to monitor the trend via system reports

- 2) if data continues to trend negatively, USPS-mail owner/mail service provider should jointly review to discuss/access corrective actions
 - Mailers want some level of comfort in running their internal processes
 - Documentation will need to be provided to justify mailers flagged who claim to be operating within tolerance
 - Reporting will be looking at an aggregate number on the backend and looking at a granular level at the entry points
 - USPS will have the trend data and ability to monitor, but mailers will have access to the same reports
 - Information will be readily available (not waiting 3 months)
- To be discussed by the group:
 - Level of documentation that the MSP should have to be adequate proof to argue being within tolerance / actual information
 - Data collection
 - 200 entry points
 - Cannot move forward until data collected is validated
 - Working on establishing tolerance
 - Most mailers stay within a 2% variation – the worst case scenario has been 97.9% from data already collected
 - Tolerance could potentially not be an issue, but there needs to be data to support that
 - Would like to a broader range of sample data from periodicals side before establishing tolerance
 - To assist in determining tolerance, develop specific scenarios to capture piece weight at production and at another location - start out controlled and then go into complexities, if additional information is needed
- The purpose of capturing this data is to look for systematic issues that have a negative impact on Postal Service
 - Purpose should not be to chase variables, but just measure mail
- The goal is to have a process that is manageable for mailers and meaningful for USPS

Actions-

- USPS will provide clarity on where process is moving to in the future
- Request recommendations on test scenarios and what information mailers would like to see
- Show how to access Seamless reports (Guide on RIBBS under IMb services)